

Employee Orientation Program Feedback

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Sent: Wednesday, October 13, 2004 4:28 PM

To: STEWART, MICHAEL P. (JSC-AH13) (NASA)

Subject: New Employee Orientation

I went on line to complete the survey, however, the survey and frankly, new employee orientation in general is geared as though the new employee is on site. In my case, I began work for NASA in May of 04 in the Resident Office in Utah. We are part of MP51, however, no one really knows that. Most of the information I could glean was for MP51 on-site employees.

The first obstacle that occurred with me was that Payroll assumed I was at Marshall and started deducting Alabama State Tax from my checks. I didn't notice this for a couple of months, and then it took going thru at least 4 individuals before I could get it corrected. Even then, they didn't understand that I am in Utah. BTW-Utah State Tax is quite a bit higher, so come tax time, I may owe money.

The second obstacle I experienced is that people assumed I knew things when in reality, I knew very little if anything. For example, booking travel, processing authorizations/vouchers thru Gelco--when I indicated that I would like Travel orientation, I was told that this only takes place once a year. Most folks can ask a co-worker, and I often did call Barb Shannon, but even with all her experience, our travel is different.

Another situation I encountered was where do I find org charts. The MSFC website only lists theirs, and they were difficult to find. Then I wondered, where do I locate the ones for NASA?

I could really go on at some length and sure hope that I do not sound like I'm complaining because I thoroughly enjoy working for NASA. I just wanted you to be aware of some of the challenges I have experienced working offsite.

If I think of anything else, hope you won't mind my input.

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